



Historic Designation Procedure

Local Designation (HC-L): This designation would adhere to the Historic District ordinances

1. Shall apply for Certificate of Appropriateness with the following documents:
 - a. Letter describing request, history and qualification through our historic designation policy; and
 - b. Picture of area, structure or building to be reviewed for designation; and
 - c. If property owner is not the applicant, executed signature sheet.
2. The Historic Landmark Commission shall review the request.
3. The Planning Commission shall review the request.
4. City Council approves or denies the request.

All State applications shall adhere to State rules and regulations in conjunction with the following City processes:

State Designations on City Property

1. Shall apply for Certificate of Appropriateness with the following documents:
 - a. Letter describing request, history and qualification through our historic designation policy; and
 - b. Picture of area, structure or building to be reviewed for designation; and
2. The Historic Landmark Commission shall review the request.
3. City Council approves or denies the request.

State Designation on Private Property

1. Apply for CA with documents:
 - a. Letter describing request and why; and
 - b. Picture of area/structure/building to be designated; and
 - c. If property owner is not the applicant, executed signature sheet.
2. The Historic Landmark Commission shall recommend approval or denial of the request.

Report all final decisions from the Texas Historical Commission to the City so we may update our records accordingly.